



**CORRECTIONAL BUSINESS MANAGER I,
DEPARTMENT OF CORRECTIONS**

**CORRECTIONAL BUSINESS MANAGER II,
DEPARTMENT OF CORRECTIONS**

Final Filing Date: March 26, 2009

PROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE

DEPARTMENTAL FOR:

DEPARTMENT OF CORRECTIONS AND REHABILITATION (excluding Prison Industry Authority and California Prison Health Care Services [Plata])

WHO SHOULD APPLY

OMPETITION LIMITED TO STATE EMPLOYEES
Applicants must have a permanent civil service appointment with the Department of Corrections and Rehabilitation OR must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; OR 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; OR 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorable discharged from active duty as defined in Government Code § 18991.

NOTE: Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military.

HOW TO APPLY

Submit Examination Application (Std. Form 678)

By mail with: **or** **In person with:**
Department of Corrections and Rehabilitation **Department of Corrections and Rehabilitation**
Office of Selection Services **Office of Selection Services**
P.O. Box 942883 **1515 “S” Street, Room 522-N**
Sacramento, CA 94283-0001 **Sacramento, CA 95811-7243**
(916) 322-2545 **(916) 322-2545**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Selection Services.

If you meet the entrance requirements for **Correctional Business Manager I and Correctional Business Manager II** you may file for one or more examination(s) on a single application. However, you must list the examination title(s) of each examination you wish to file for. You will only be considered for acceptance into the examination(s) that you have listed on your application.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS

March 26, 2009, is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

TEST DATE

It is anticipated that Qualifications Appraisal Interviews will be held during **June/July 2009**.

SALARY RANGE(S)

As of: June 18, 2008
Correctional Business Manager I, DOC \$5,685 – \$6,859
Correctional Business Manager II, DOC \$6,911 – \$7,617

MINIMUM QUALIFICATIONS

CORRECTIONAL BUSINESS MANAGER I, DOC

Either I

One year of experience in the California Department of Corrections and Rehabilitation in an institutional business services setting performing supervisory duties in a class comparable to Senior Accounting Officer (Supervisor). or

One year of experience in the California state service performing the duties of a Business Manager I in an institutional setting. or

Two years of experience in the California state service performing duties in a class at a level of responsibility equivalent to Senior Accounting Officer (Supervisor) involving responsibility in major business or administrative services functions.

Or II

Experience: Three years of experience in managing the business services of a 24-hour facility, such as a correctional institution, hospital or resident school, or assisting in managing such activities in a large facility. [Experience in the California state service applied toward this requirement must involve performance of duties equivalent in level of responsibility to Senior Accounting Officer (Supervisor).] or

Three years of experience in managing the business services of a school or special district or a local governmental jurisdiction such as a city or county. [Experience in the California state service applied toward this requirement must involve performance of duties equivalent in level of responsibility to Senior Accounting Officer (Supervisor).] and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

MINIMUM
QUALIFICATIONS
(CONTINUED)

CORRECTIONAL BUSINESS MANAGER II, DOC

Either I

One year of experience in the California Department of Corrections and Rehabilitation in an institutional business services setting performing the duties of a Business Manager II; Correctional Business Manager I, Department of Corrections and Rehabilitation; Correctional Plant Manager II, Department of Corrections and Rehabilitation; or Correctional Food Manager II, Department of Corrections and Rehabilitation. **or**

Two years of experience in the California Department of Corrections and Rehabilitation in an institutional business services setting performing the duties of a Correctional Plant Manager I, Department of Corrections and Rehabilitation; Correctional Food Manager I, Department of Corrections and Rehabilitation; or Fire Chief (Correctional Facility). **or**

Two years of experience in the California state service in a class at a level of responsibility comparable to Staff Services Manager II, performing duties involving responsibility in a major business or administrative services function. **or**

Three years of experience in the California state service in a class at a level of responsibility equivalent to Staff Services Manager I, performing duties involving responsibility in a major business or administrative services function.

Or II

Experience: Four years of increasingly responsible administrative or management experience which has included substantial participation in policy development or program direction in business management in a 24-hour facility, such as a large correctional institution, hospital, or resident school. (Experience in the California state service applied toward this requirement must be in a class at least equivalent in level to Staff Services Manager I.) **or**

Four years of increasingly responsible administrative or management experience managing the business services of a school or special district or a local governmental jurisdiction, such as a city or county. (Experience in the California state service applied toward this requirement must be in a class at least equivalent in level to Staff Services Manager I.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

CORRECTIONAL BUSINESS MANAGER I, DOC

A. Knowledge of:

1. Principles of public and business administration
2. Principles, practices, and problems involved in managing the business services of a correctional facility of average complexity, including budgeting and accounting, data processing, contract management, personnel, health and safety and labor relations, food preparation and service, procurement, and supply and warehousing operations
3. Fire protection and security services, equipment repair and replacement, including garage operations
4. Clothing issue, replacement, and linen exchange operations
5. Inmate hobby and canteen operations
6. Principles, practices, and techniques of personnel management, employee supervision, and training
7. Principles of budget preparation and control
8. Principles of accounting
9. Manager's/supervisor's responsibility for promoting equal opportunity in hiring, employee development, and promotion and for maintaining a work environment which is free of discrimination and harassment

B. Ability to:

1. Effectively apply the principles of public and business administration and budgeting
2. Accounting contract management, personnel management, and supervision
3. Plan, direct, organize, manage, and integrate maintenance and operation of the business services functions with other institutional programs in a correctional facility of average complexity
4. Anticipate needs and estimate requirements for materials, supplies, and equipment necessary to effectively maintain the physical facility, maintain adequate support for institutional staff, and serve the inmate population
5. Secure and maintain the respect and cooperation of institution staff, officials, and inmates
6. Effectively respond to situations involving control of inmates and/or the protection of personal and real property
7. Reason logically and creatively and use a variety of analytical and managerial techniques to resolve complex problems

- EXAMINATION
PLAN
(CONTINUED)
8. Analyze situations accurately develop and evaluate alternatives and adopt an effective course of action

9. Analyze data and present ideas and information effectively both orally and in writing

10. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment

CORRECTIONAL BUSINESS MANAGER II, DOC

- A. Knowledge of:
1. Principles of public and business administration

2. Principles, practices, and problems involved in managing the business services of a correctional facility of average complexity, including budgeting and accounting, data processing, contract management, personnel, health and safety and labor relations, food preparation and service, procurement, and supply and warehousing operations

3. Fire protection and security services, equipment repair and replacement, including garage operations

4. Clothing issue, replacement, and linen exchange operations

5. Inmate hobby and canteen operations

6. Principles, practices, and techniques of personnel management, employee supervision, and training

7. Principles of budget preparation and control

8. Principles of accounting

9. Manager's/supervisor's responsibility for promoting equal opportunity in hiring, employee development, and promotion and for maintaining a work environment which is free of discrimination and harassment

10. Principles, practices, and techniques involved in the business management of a large, complex correctional institution

11. Maintenance, operation, repair, sanitation, hazardous materials management, and renovation of existing correctional facilities

12. Design of proposed construction projects

13. Preparation of proposals for equipment requests, major and minor capitol outlay, and special repair/maintenance projects
- B. Ability to:
1. Effectively apply the principles of public and business administration and budgeting

2. Accounting contract management, personnel management, and supervision

3. Plan, direct, organize, manage, and integrate maintenance and operation of the business services functions with other institutional programs in a correctional facility of average complexity

4. Anticipate needs and estimate requirements for materials, supplies, and equipment necessary to effectively maintain the physical facility, maintain adequate support for institutional staff, and serve the inmate population

5. Secure and maintain the respect and cooperation of institution staff, officials, and inmates

6. Effectively respond to situations involving control of inmates and/or the protection of personal and real property

7. Reason logically and creatively and use a variety of analytical and managerial techniques to resolve complex problems

8. Analyze situations accurately

9. Develop and evaluate alternatives and adopt an effective course of action

10. Analyze data and present ideas and information effectively both orally and in writing

11. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment

12. Effectively plan, direct, organize, manage, and integrate maintenance and operation of the business services function with other institutional programs in a large, complex correctional facility

ELIGIBLE LIST
INFORMATION

A separate departmental promotional eligible list will be established for each classification listed to fill vacancies for the Department of Corrections and Rehabilitation. The lists will be abolished **24** months after establishment unless the needs of the service and conditions of the lists warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

CORRECTIONAL BUSINESS MANAGER I, DOC, is the first full supervisory level in the series. Incumbents typically supervise a minimum of 50 civil service staff and 50 inmate staff. May supervise a combination of traditional staff services and operational institutional business services functions.

CORRECTIONAL BUSINESS MANAGER II, DOC, is the second full supervisory level in the series. Typically, incumbents have supervisory responsibility for a minimum of 100 civil service staff and a minimum of 300 inmate staff. Incumbents perform as one of two second level managers in the Business Services Program in the most complex facilities.

SPECIAL PHYSICAL
CHARACTERISTICS

CORRECTIONAL BUSINESS MANAGER I & II, DOC, persons appointed to positions in these classes must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or inmates. Assignments include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

SPECIAL PERSONAL
CHARACTERISTICS

CORRECTIONAL BUSINESS MANAGER I & II, DOC, leadership ability; tact; emotional maturity and stability; and objective understanding of the problems of correctional institution inmates.

VETERANS POINTS/
CAREER CREDITS

Veteran's Preference Points and career credits are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate’s responsibility to contact the Department of Corrections and Rehabilitations’ Office of Selection Services at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 324-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS